Ball State University
Purchasing Services

Policy: Equipment Request

We deliver and pick up equipment to support events, for campus. An equipment request, noted as a B24 form is available to all departments at Ball State University. Purchasing Services offers tables (8 and 6 foot), chairs (metal and plastic), staging (4’x8’ risers), podiums and coatracks at zero cost to your department. Our equipment request is on a first come, first serve basis.

If you are wanting Purchasing Services to move any furniture from a requested area for an event, we request that it is documented on the B24 form and an additional move request (B450 form) move request. We require a B450 to move the items out for an event and a B450 to move the furniture back into its original location. Please note the B24 requisition number in the note field of the B450 so we can arrange for the proper personnel and moving equipment to fulfill your move and event setup. If the furniture move is not documented on the B24 and tied to a B450, the material handlers will only drop off your requested items and will not move the furniture. If the requesting department or personnel have not properly noted the B24 requisition number on the B450, or not filled out the B450, then the expectation is that the department seeking tables, chairs, or risers, etc., will be responsible for moving the furniture in and out for the event.

Timing

- Equipment must be ordered at least three (3) business days in advance of the requested delivery date.
  - Any request outside of our regular business hours (8:00 a.m.-4:00 p.m. Monday-Friday), will be charged to the requesting department. Please see our Overtime Chargeback Policy.
  
- We understand that event details change! It’s usually not a problem if you contact us well before your event by sending an email to Delivery@bsu.edu and we will try our best to accommodate your change.
  - Please provide us with the requisition number and the changes you wish to make.
  - Changes sent less than one business day prior to delivery may not be possible.

How to Request Equipment

1. Go to mybsu.edu and select Banner, SciQuest
2. Login into SciQuest using your Ball State credentials
3. Once on SciQuest home page click on “Equipment Request-B24”
4. Complete the required fields on the form that are in bold
5. Enter quantity of items that are needed
6. Select “add and go to cart” (next to the blue “Go” button on upper right-hand corner)
7. Click on Go
8. Click on Proceed to “Check Out”
9. Verify the shipping address is correct and all fields are completely filled out ensuring that all requirements are met.

10. When complete, click “Place Order” or “Assign Cart” depending on your access.

**Department Responsibilities of Equipment**

- Departments utilizing and/or borrowing equipment from Purchasing Services shall be responsible for the condition and treatment of the item(s) requested. All equipment repair or replacement costs shall be the responsibility of the department, at the judgement of Purchasing Services’ Staff. In the event that damage or mistreatment has been determined, the department will be charged the full replacement cost of the item(s) that have been lost or damaged.

Email Purchasing Services Assistant Director: ajarison@bsu.edu with any questions or concerns.